

March 19, 2008

**TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on February 26, 2008, and recommends the following motions:

1. Review minutes of:
  - a. Housing Authority (2/18/08).
  - b. Facility master Plan Sub Committee (1/24/08 & 2/14/08).Receive & place on file items a-b.
2. Communication from Supervisor Mary Scray re: Update on the sale of land around the Mental Health Center from Facility Master Plan Sub Committee & Planning, Development & Transportation Committee. (Referred from Human Services Committee.) Receive & place on file.
3. Communication from Supervisor Andy Nicholson re: Review the whole administrative pay schedule. (Held from previous meeting.) Create a sub committee to review the Administrative Pay Schedule consisting of County Executive, Tom Hinz; Administration Committee Chair, Steve Fewell; Human Resources Manager, Debbie Klarkowski; Director of Administration, Lynn Vanden Langenberg; & Supervisor Andy Nicholson.
4. Request by Chair Tom Lund from Administration Committee:
  - a) Discussion of items/projects/initiatives accomplished by this committee over the last year
  - b) Discussion of suggested goals for the committee in the coming year.Items presented (No action.)
5. Carryover Funds - Administrative Services Division 2007 to 2008 Carryover Funds. Approve, with the caveat to hold \$28,000 for County Clerk/County Board Office expansion.
6. Request for Budget Transfer (#07-99) re: Outstanding WERC cases. (Hold for one month as per County Board.) Approve Budget Transfer #07-99 in the amount of \$507,040.
7. County Clerk - Update on Passport Agency Revenue. Forward to Corporation Counsel with a request to draft a resolution to reinstate Passport Acceptance Agent Fees to \$30 and forward to the Executive Committee and on to the County Board. See Resolutions, Ordinances March County Board.
8. County Clerk - Budget Status Financial Report for December 31, 2007. To hold.

**Administration Committee**

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9. Facility Management - 2008 Capital Project Update. (To be distributed at meeting.) Receive & place on file.
10. Facility Management - Budget Status Financial Report (not available). To hold.
11. Dept. of Administration - Information Services Request for Budget Transfer (#07-102): Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category: Transfer \$33,000 from equipment outlay to professional services for Keane, Inc. software upgrade which required custom reprogramming. Approve.
12. Dept. of Administration - 2007 & 2008 Budget Transfer Log. Approve.
13. Human Resources - Budget Status Financial Report not available. To Hold.
14. Human Resources Monthly Committee Report for January 2008. Receive & place on file.
15. Corporation Counsel - Budget Status Financial Report for December 31, 2007. Hold for one month.
16. **Closed Session:** For the purpose of conferring with legal counsel for the governmental body who is rendering advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (liability claim filed by Frank Calaway) pursuant to Sec. 19.85 (1)(g) of the Wis. Stats.
  - a. Enter into Closed Session. Roll Call taken: Present: Fewell, Hoeft, Krueger (for Warpinski); Excused: Haefs, Zeller.
  - b. Return to regular order of business: Roll Call taken: Present: Fewell, Hoeft, Krueger (for Warpinski); Excused: Haefs, Zeller.
  - c. Action taken see #17 below.
17. Resolution re: Disallowance of Claim (Frank Calaway). (Held from previous meeting.) Approve resolution disallowing the claim by Frank Calaway. Ayes: Hoeft, Krueger (for Warpinski), Fewell; Nays: 0; Excused: 2 (Haefs, Keller). Motion Carried.
18. Audit of bills. Approve audit of bills.

Approved by:

\_\_\_\_\_  
COUNTY EXECUTIVE

\_\_\_\_\_  
Date

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**PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Tuesday, February 26, 2008 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI



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**Present:** Steve Fewell, Patty Hoeft, Adam Warpinski, Paul Zeller  
**Excused:** Dan Haefs  
**Also Present:** Supervisors Andy Nicholson, Jack Krueger  
County Executive Tom Hinz and Assistant Jayme Sellen  
Corporation Counsel John Jacques, Chuck Lamine  
Lynn VandenLangenberg, Darlene Marcelle, Bill Dowell  
Debbie Klarkowski, Don VanderKelen,  
Other Interested Parties, Media

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1. **Call Meeting to Order:**  
The meeting was called to order by Chairman Steve Fewell 6:00 p.m.
2. **Approve/Modify Agenda:**  
Request was made to move County Clerk forward, #'s 9 & 10 although shown in proper format here.  
  
**Motion made by Supervisor Warpinski and seconded by Supervisor Zeller to approve. MOTION APPROVED UNANIMOUSLY**
3. **Approve/Modify Minutes of:**
  - a. Regular meeting of February 5, 2008:
  - b. Special meeting of January 29, 2008:  
**Motion made by Supervisor Warpinski and seconded by Supervisor Zeller to approve 3a & b. MOTION APPROVED UNANIMOUSLY**
4. **Review Minutes of:**
  - a. Housing Authority (2/289/08):
  - b. Facility Master Plan Sub-Committee (1/24/08 & 2/14/08):  
**Motion made by Supervisor Warpinski and seconded by Supervisor Zeller to receive and place on file 4 a & b. MOTION APPROVED UNANIMOUSLY**

**Communications:**

5. **Communication from Supervisor Mary Scray re: Update on the sale of land around the Mental Health Center from Facility Master Plan Sub-Committee & Planning, Development & Transportation Committee. (Referred from Human Services Committee):**

Chairman Fewell explained that the Human Services Committee forwarded Supervisor's Scray communication to this committee as they are responsible for sale of property. Fewell stated that Corporation Counsel, John Jacques,

informed him that the Administration will receive a contract, an offer, and other paperwork to review when and if sale of the property occurs.

Supervisor Warpinski explained that the Master Plan Committee is reviewing property for future facilities and until that plan is completed, suggested any sale of the Mental Health Center property be put on hold.

Chuck Lamine of the Planning Department explained that about 1 ½ years ago his department was directed to develop a plan to move forward with potential sale of this property. The County Board did approve moving forward with evaluation and development of such a plan. The approach as requested by the Planning, Development, & Transportation Committee is to ultimately have a Request for Proposals. Any offers received would come through the Administration Committee for review per County code.

Lamine added that meetings have been held with interest groups including neighborhood associations, home builders and realtors associations, who have proposed a traditional neighborhood concept. An Advisory Committee is being created with members of the neighborhood for their input. Lamine will report back to this committee as plans progress.

**Motion made by Supervisor Warpinski and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**6. Communication from Supervisor Andy Nicholson re: Review the whole Administrative Pay Schedule. (Held from previous meeting):**

When discussing possible review of the Administrative pay schedule, Brown County Labor Negotiator Don VanderKelen suggested that the first step should be to determine what jobs are needed, and an evaluation of positions. It was recommended that this task be done by Executive Hinz, Director of Administration Lynn VandenLangenberg, and with Debbie Klarkowski of the Human Resources Department.

Executive Hinz advised the committee that prior to the March meeting, he plans to meet with Mr. VanderKelen and others to discuss development of a plan on how to move forward. Supervisor Zeller suggested that Supervisor Nicholson be part of this meeting.

**Motion made by Supervisor Warpinski and seconded by Supervisor Zeller to create a subcommittee to review the Administrative Pay Schedule consisting of T. Hinz, S. Fewell, D. Klarkowski, L. VandenLangenberg, and A. Nicholson. MOTION APPROVED UNANIMOUSLY**

**Motion made by Supervisor Hoeft and seconded by Supervisor Warpinski to suspend the rules to allow interested parties to speak. MOTION APPROVED UNANIMOUSLY**

**Melissa Blom – 7364 Shady Road, Seymour, WI 54165**

Ms. Blom explained that she has been a supervisor in the Brown County Human Services Department – Child Welfare for the last three years. Prior to that, or

since 1988, she worked as a Case Manager, for a total of 20 years with the county. Her issue concerns what she defined as a "compression issue", explaining that when she was hired in 2005 as a manager she received a 5% promotion rate. That promotion, however, was based on a 2003 contract that was not settled. When the settlement occurred, her rate of pay was not adjusted as the pay scale was frozen. Within the last few weeks, one of the workers she supervises was promoted and will make \$1.72 more than she. Although this individual has no supervisory or management experience, was hired making more. Ms. Blom stated this has become an issue for her, that she has enjoyed her employment with Brown County and would like to further her career here, although this situation is an embarrassment for her.

**Scott Shackleford – 3477 Long Branch Trail, Green Bay**

Mr. Shackleford stated he is a supervisor in the Juvenile Court area and has been since November of 2004. He also was promoted through an outdated contract at a 2003 rate, with a promotion at 2.4%. At this time he makes only 14 cents per hour more than the staff he supervises. On June 30 of this year, he will make less money than his staff. He has a Master's Degree, a requirement of the position, and four years experience. He asked that the committee consider a solution to the pay scale issues.

Chairman Fewell informed both Ms. Blom and Mr. Shackleford that he has discussed these issues with Mr. VanderKelen and the HR Department who are aware of the issues and will be addressing a solution.

**Motion made by Supervisor Warpinski and seconded by Supervisor Hoeft to return to regular order of business. MOTION APPROVED UNANIMOUSLY**

**Request from Chair Tom Lund:**

**7. Request from Administration Committee:**

- a. **Discussion of items/projects/initiatives accomplished by this committee over the last year:**
- b. **Discussion of suggested goals for the committee in the coming year:**

Supervisor Warpinski highlighted accomplishments by this committee over the last year as follows:

- Completed an RFP for banking services
- Increased revenue from investments over budget
- Refinanced old debt for a savings of approximately \$500,000
- Made significant progress on a Facility Master Plan
- Will shortly have a completed assessment of all space needs for all County departments.
- Brown County has the lowest per capita government administration costs in the state (per the Tax Payer's Alliance Study)
- Settlement of labor contracts

Goals included:

- Complete the Facility Master Plan and develop an energy department to refurbish current structures
- Revise Chapter 2 – legislative procedures

Supervisor Hoeft suggested a future goal be strategic planning and a vision for future services for the county as a whole.

Chairman Fewell added to the list of accomplishments the reorganization in the Child Support Office; an RFP for health insurance; bonding services; child support RFP; and an upcoming upgrade of the accounting system. He added that an additional goal will be to address issues in the administration pay scale and positions. He will summarize the accomplishments and goals and forward them to Board Chairman Tom Lund.

**Carryovers:**

**8. Administrative Services Division 2007 to 2008 Carryover Funds:**

Lynn VandenLangenberg referred to the carryover report in packet material. Facility Management projects related to relocation of the Veteran's Office and County Clerk Office Expansion were questioned, with Chairman Fewell suggesting that some of these funds be used for remodeling in the County Board office so that it would be more accessible to the public.

Discussion of options with Bill Dowell resulted in a recommendation that the \$28,000 set aside for County Clerk Office Expansion be held until further discussion of sharing these funds with the County Board office.

**Motion made by Supervisor Warpinski and seconded by Supervisor Hoeft to approve, with the caveat to hold \$28,000 for County Clerk/County Board Office expansion. MOTION APPROVED UNANIMOUSLY**

**8a. Request for Budget Transfer (#07-99) re: Outstanding WERC cases. (Hold for one month as per County Board):**

Don VanderKelen explained that as County Labor Negotiator he is working toward settling the County's outstanding WERC cases from the last several years. It is anticipated the cases will settle within the next few months. At this time calculations are not final, therefore, this \$507,040 figure is a calculated estimate. Once the cases are settled, final amounts will be communicated. The request is for those settlements separate from the Jail Dietary settlement. A general fund transfer is requested to cover the anticipated back wage/fringe expense.

Mr. VanderKelen added this amount includes back pay settlements in Shelter Care, at the Mental Health Center, a court loss in the settlement of the MHC food contract, and two claims for back pay at the Jail. He added an additional issue involves Judicial Assistants. The union has claimed to represent this group and although it is contested, he does not expect to win.

**Motion made by Supervisor Hoeft and seconded by Supervisor Warpinski to approve Budget Transfer #07-99 in the amount of \$507,040. MOTION APPROVED UNANIMOUSLY**

*Supervisors Zeller & Warpinski excused at 7:15 p.m.*

*Supervisor Krueger sat in so that there was a quorum present,*

**County Clerk:**

**9. Update on Passport Agency Revenue:**

Darlene Marcelle addressed the committee, informing them of a recent change in Passport Acceptance Fees that will affect the BC Clerk's revenue projected in the 2008 budget. Effective 2/1/2008 fees collected by the County Clerk will be reduced from \$30 per applicant to \$25. Marcelle anticipates this will result in a reduction of \$10,000 in 2008.

Marcelle further explained that although the State has reduced the County portion of the fee, they have raised theirs from \$67 to \$75. A handout was distributed highlighting responsibilities and duties of Acceptance Agents (available in County Board and County Clerk's office).

Ms. Marcelle requested that a resolution be considered to be sent to Congressman and Senators which will reinstate Acceptance Agent Fees to \$30 per applicant.

**Motion made by Supervisor Warpinski and seconded by Supervisor Zeller to forward to Corporation Counsel with a request to draft a resolution to reinstate Passport Acceptance Agent Fees to \$30 and forward to the Executive Committee and on to the County Board.**

**MOTION APPROVED UNANIMOUSLY**

**10. Budget Status Financial Report for December 31, 2007:**

**Motion made by Supervisor Warpinski and seconded by Supervisor Hoeft to hold. MOTION APPROVED UNANIMOUSLY**

**Facility Management:**

**11. 2008 Capital Project Update (to be distributed at meting):**

A list of 2008 major projects was distributed by Bill Dowell for review (available in County Board and County Clerk's office). He highlighted those as being at the Communications Center, Courthouse Dome Repair, and County Clerk/County Board office remodeling. Also highlighted were several projects at the MHC new building, including design, CMAR, commissioning agent, LEED administration, and construction/FEE/Owner projects. Also reviewed were several projects involving Parks Management.

Mr. Dowell announced that ground breaking for the new Mental Health Center is scheduled for March 20<sup>th</sup>.

**Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**12. Budget Status Financial Report (not available):**

**Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to hold. MOTION APPROVED UNANIMOUSLY**

**Dept. of Administration:**

13. **Information Services Request for Budget Transfer (#07-102): Change in any item within Outlay account which requires the transfer of funds for any other major budget category or the transfer of Outlay funds to another major budget category: Transfer \$33,000 from equipment outlay to professional services for Keane, Inc. software upgrade which required custom reprogramming:**

This request involves a transfer of \$33,000 from equipment outlay to professional services for Keane, Inc. software upgrade which required custom programming.

**Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY**

14. **2007 & 2008 Budget Transfer Log:**

Ms. VandenLangenberg reported that the 2007 log will go to the County Board at their next meeting.

The 2008 transfer log consists of issues related to the Highway Department; the allocation of grant money for development of 1.3 miles of railroad corridor at the Devils River State Trail; environmental analysis for the Southern Bridge Arterial, and a request from Port & Solid Waste to utilize \$2,900,000 in fund balance to purchase two county-approved landfill gas generator sets for the Landfill Gas-to-Energy Project.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY**

**Human Resources:**

15. **Budget Status Financial Report not available:**

**Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to hold. MOTION APPROVED UNANIMOUSLY**

16. **Human Resources Monthly Committee Report for January 2008:**

Report was reviewed showing total hires at 23, and total terminations at 9 during the last reporting period.

**Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Child Support:** Budget Status Financial Report not available. No other agenda items.

**Treasurer:** Budget Status Financial Report not available. No other agenda items.

**Corporation Counsel:**

17. **Budget Status Financial Report for December 31, 2007:**

**Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to hold for one month. MOTION APPROVED UNANIMOUSLY**



18. **Closed Session: For the purpose of conferring with legal counsel for the governmental body who is rendering advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (liability claim filed by Frank Calaway) pursuant to Sec. 19.85 (1)(g) of the Wis. Stats.**

**Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to enter into closed session. Roll Call;**

**Present: Fewell, Hoeft, Krueger (for Warpinski)**

**Excused: Haefs, Zeller**

**MOTION APPROVED UNANIMOUSLY**

**Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to return to regular order of business**

**Present: Fewell, Hoeft, Krueger (for Warpinski)**

**Excused: Haefs, Zeller**

**MOTION APPROVED UNANIMOUSLY**

19. **Resolution re: Disallowance of Claim (Frank Calaway). (Held from previous meeting):**

**Motion made by Krueger and seconded by Hoeft to approve the resolution disallowing the claim by Frank Calaway.**

**Ayes: Hoeft, Krueger (for Warpinski), Fewell,**

**Excused: Haefs, Zeller**

**MOTION APPROVED 3-2**

**Other:**

20. **Audit of Bills:**

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve audit of bills. MOTION APPROVED UNANIMOUSLY**

21. **Such other matters as authorized by law: None**

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to adjourn at 7:55 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary